



# ST BEDE'S RC PRIMARY SCHOOL HEALTH, SAFETY AND WELL-BEING POLICY

*As one  
we learn together,  
play together,  
pray together,  
as one*

The Governors of St Bede's RC Primary School recognise and accept the responsibility to provide a safe environment for pupils, employees and visitors to the school, this includes ensuring that the building and premises stays in good order as well as ensuring that members of the school community are kept safe by following policy and procedures linked to Health and Safety.

The Governing Body, primarily through the Safeguarding Sub-Committee, will monitor risk assessment of the school buildings and premises, and ensure, as far as is possible, that they are safe for the school community to use and do not pose any risk to health or well-being anyone entering them.

The Governors, Head Teacher and all staff members shall strive to provide and maintain a positive health and safety culture within school. All have a responsibility for taking the utmost care for the health and safety of themselves and of the rest of the school community. It is everyone's responsibility to report concerns regarding health, safety or well-being to the Head Teacher, Deputy Head Teacher or Caretaker (as appropriate).

The Head Teacher is responsible for ensuring that all staff members receive the relevant up-to-date information regarding matters of health, safety and well-being and facilitating any relevant training.

## **First Aid Arrangements**

**First Aid Boxes** are situated in the Kitchen (in School Hall), Admin Office and in the Reception Classroom. **Small First Aid Kits**, to be taken off-site, are located in the Admin Office and must be signed in and out when used. Staff are responsible for informing Mrs Anderson if the contents of a small First Aid Kit needs replenishing after a visit.

**Notices** regarding the location of First Aid Equipment are clearly displayed at the follow points within school:

1. The main entrance to school (Howlett Hall Road entrance)
2. The school library (near Whickham View exit)
3. Outside of the Staffroom
4. In the corridor outside the IT Room (opposite the Year 5 Classroom)

5. In the corridor beside the Year 2 Classroom
6. In the corridor beside the Cloakroom

Mrs Anderson (one of the school First Aiders) is responsible for ensuring that all First Aid Boxes are checked on a weekly basis and replenished with the statutory contents as necessary.

### **Accidents to Children**

Initially these are most probably brought to the attention of the class teacher, or if occurring in the playground, to the member of staff on duty. Children should be sent (or be taken) to see a First Aider where required (for a serious injury), all other minor injuries should be recorded in the 'First Aid' books which are located beside the KS1 and KS2 yards. The First Aiders (Mrs Anderson and Mrs Dixon) are responsible for checking the 'First Aid' books after midday break and lunchtime and following up on accidents / injuries with specific children as required. The First Aiders sign the 'First Aid' book to show that they have reviewed the children in question.

In the case of more serious injuries, e.g. bumped heads which may need further monitoring, accident slips are sent home to parents. Parents are also informed by text message if their child has received an accident slip to ensure that parents are aware.

With regard to some injuries, parents will be contacted by one of the First Aiders (after consultation with the Head Teacher or Deputy Head Teacher) following the incident of be spoken to personally at the end of the school day.

Where there is a much more serious injury, which may require further treatment, the Head Teacher or Deputy Head must be informed immediately so that the appropriate arrangements can be made for contacting parents, transferring to hospital etc.

### **Accidents to employees**

The First Aiders along with the Head Teacher or Deputy Head Teacher will take charge of an accident relating to an injured or ill employee or visitor who may require help from a doctor or a nurse and take charge of equipment and facilities provided in the school.

### **Reporting Accidents**

Minor accidents to children are report in the 'First Aid' book (situated beside the two yards) which will be checked, and responded to, by the First Aiders following each midday break and lunchtime. More serious accidents are recorded on an Accident Report Form.

(for further information see the First Aid Policy)

## **Fire Safety**

The Fire Warning System is regularly checked by the School Caretaker (each week) and any concerns are reported immediately to the Head Teacher or Deputy Head Teacher. Checks are also conducted by Fire Point (twice each year).

**Fire Extinguishers** are located at the following points within the school:

1. Outside the Staffroom
2. Outside the IT Room / opposite the Year 5 Classroom
3. Outside the Cloakroom / near the exit to the KS1 Yard
4. In the Library / near the exit to Whickham View
5. In the School Hall / Dining Hall
6. In the Hall entrance (to Whickham View)
7. On the Stage
8. In Number 1 Boiler House
9. In Number 2 Boiler House

These are checked and re-filled where necessary each year.

A **Fire Blanket** is located in the School Kitchen, in the IT Room and in the Staffroom.

There are **Fire Alarm Points** positioned around School in the following locations:

1. Outside the Staffroom
2. In the main Foyer
3. Outside the Library (in the EYFS Corridor)
4. Outside the Cloakroom (near the KS1 yard exit door)
5. At the KS2 exit door
6. At the Reception Fire Door (door to KS1 Yard)
7. In Study Room 1 (entrance)
8. In Study Room 1 (exit)
9. In the Hall Entrance (to Whickham View)
10. In Boy's Bathroom (near Fire Exit Door)

**Fire Drill Notices** describing procedures for fire drill, or in the event of a fire, are prominently displayed in each Classroom and in key areas around School.

A fire drill is carried out each term and feedback is provided to staff as required.

**Fire Safety Training** is conducted formally for all staff through The North East Ambulance Service and there are two fire wardens (Mrs Young and Mr Keys) who will take charge during a fire evacuation (although all staff are responsible for safeguarding children in such an event).

## **Medication**

Medicines are stored securely in a locked cupboard / fridge and administered by First Aiders in compliance with documentation completed by the parent. Inhalers, or other immediate treatment e.g. Epi pens, are kept in the relevant classroom for easy access for the child. (see Managing Medicines in Schools Policy for further information).

## **Maintenance and Contractors in School**

Whenever possible, maintenance work will take place outside of the hours of the school day to ensure maximum pupil safety, however when this is not possible, the situation is carefully assessed by the Caretaker to ensure that all precautions are put in place to maintain a safe and secure within school.

Approved and known contractors are always used for regular repair and maintenance works, however when sourcing external contractors the Governors shall select contractors whose competence has been vetted by either the Diocese or the Local Authority.

Before any work takes place a meeting with the Head Teacher and Caretaker shall be held with the contractor in which health and safety arrangements will be discussed.

The Head Teacher will intervene with the contractors and stop the work if and when any health and safety concerns arise.

## **Risk Assessment and Educational Visits**

Risk Assessments shall be completed for every Educational Visit (EV), or activity within school, and the correct paperwork completed by relevant staff (EV forms are available on the network and a completed copy should be saved for each visit) prior to the visit to be sanctioned by the Head Teacher. Mr Keys is the designated member of staff responsible for overseeing that staff follow the correct procedures when completing EV paperwork.

## **Security of the School Premises**

All doors to the school building will be locked at all times (other than break and lunchtimes when the doors onto the school yards are open) to maintain security of the building.

The gates into the KS1 and KS2 yards are locked at 9.15am and remain locked until 2.45pm.

The school alarm is serviced by ADT each month. If the alarm is activated when the school building is closed, Council Security are alerted and they will contact the Caretaker. Council Security are able to reset the alarm if required.

All visitors must report to the main entrance (Howlett Hall Road). Visitor will only be admitted to school by a member of school staff and must have signed the visitor's book and been given a visitor's badge. **Visitors will be taken to the required classroom / location by a member of staff.** In the case of contractors or maintenance workers the Caretaker will be responsible for any supervision whilst on site – if the Caretaker is off site then the Admin Staff are responsible for ensuring correct supervision; in all other cases of visitors on site the Admin Staff are responsible for ensuring that no one is unsupervised. Official ID will be checked by Admin staff.

It is the responsibility of all members of staff to stop and question a visitor if they are not wearing a visitor's badge or appear to be wandering around unsupervised.

## **Snow and Ice**

In the event of adverse weather conditions, the Caretaker is responsible for ensuring that pathways are cleared and safe before staff, parents and pupils enter the school grounds.

## **Vehicles parked on Site**

Only staff and visitors may use the school carpark. To ensure safety to children at the beginning and end of the school day, staff and visitors are requested not to move vehicles between 8.45am and 9.15am and between 2.45pm and 3.15pm, this includes official deliveries or collections.

## **Safe Place of Work**

1. All places of work must be kept clean and in safe condition. It is the responsibility of all staff to report any concerns regarding cleanliness or safety to either the Head Teacher or the Caretaker.
2. Storage should be orderly, safe and provided with easy access.
3. All flammable, toxic and corrosive substances should be used safely without a hazard to health and kept out of the reach of pupils. These are kept in a locked cupboard and in the Caretaker's Room.
4. All staff must use appropriate climbing equipment when working above eye level e.g. **ladders under supervision**. The Caretaker will assist staff if the taller ladder is required.

The arrangements for implementing and maintaining safe procedures are as follows:

Head Teacher / Deputy Head / Caretaker – will telephone the Building Inspector in the event of any emergency. (See Contact List)

Caretaker - will inform Head Teacher of any damage to external or internal school property and, as necessary, of any potential hazard or necessary repairs.

All staff are responsible for informing the Head Teacher at any time of danger and necessary repairs.

**This Policy was ratified on .....**

**Signed:.....(Chair of Governors)**

**Signed: ..... (Head Teacher)**

**Review Date:.....**